

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
P.O. BOX 25047
DENVER, COLORADO 80225-0047**

In Reply Refer To:
1534 (BC-653) P

April 1, 2003

EMS TRANSMISSION

Instruction Memorandum No. BC-2003-031

Expires: 09/30/2004

To: All Field Office Officials
Attn: Bureau of Land Management (BLM) Housing Managers

From: Director, National Business Center

Subject: Procedures for Government-Provided Housing (GPH) Reimbursement for Seasonal Employees

Program Area: Finance Payroll Deductions for Seasonal Personnel/Quarters Management

Purpose: This Instruction Memorandum (IM) addresses procedures for quarters reimbursement when BLM seasonal employees stay in Government-provided housing owned by other agencies or bureaus. It reiterates procedures that were initially established in IM BC-2001-021.

Policy/Action: To establish an orderly flow of funds when BLM seasonal employees are staying in quarters owned by other Government agencies or bureaus, the Interagency On-Line Payment and Collection (IPAC) system should be utilized. To effectively utilize the benefits of this system, BLM Field Offices are asked to comply with the following directives:

1. The BLM Field Office must sign an Interagency Agreement (Reimbursement or Advance of Funds Agreement) between the BLM and the other Government agency or bureau furnishing the quarters to BLM personnel. This document will contain the current rental rates and both parties must retain a copy.
2. The BLM Field Office must submit a Request for Biweekly Quarters Deductions, Form A2 (see Attachment 1) to the DOI National Business Center, Payroll Operations (D2663), 7301 W. Mansfield Avenue, Denver, CO 80235-2230, both when the employee moves into and out of quarters.

3. A copy of the A2 Form must also be sent to the BLM National Quarters Officer (BC-653), Bonnie Pomarico. She will forward a copy to BLM NBC Finance (BC-621). The BLM Field Office must specify on the A2 Form the Government agency or bureau providing quarters to BLM employees.
4. Quarters deductions are withheld from BLM personnel by Payroll. After a BLM employee has terminated his/her stay in quarters, the other Government agency or bureau must submit an itemized bill with the following information to Bonnie Pomarico, BLM National Quarters Officer (BC-653), Fax: 303-236-9470.
 - S Quarters Name and Location
 - S Name of the Tenant(s)
 - S SSN of the Tenant(s)
 - S Effective Date
 - S Termination Date
 - S Daily or Biweekly Rate
 - S Total Cost
 - S Other Government Agency or Bureau
 - S Account Codes for the Other Government Agency or Bureau
 - S Contact Person and their telephone number at the other Government Agency or Bureau
 - S BLM Contact Person and telephone number at the Field Office
5. The BLM National Quarters Officer will submit the bill to NBC Finance (BC-621), Attention: Joanna Ahearn. The funds will be electronically transferred to the other Government agency or bureau indicated on the A2 Form through the IPAC System when payroll deduction occurs.

Timeframe: This IM is effective upon receipt.

Budget Impact: No budget impact is anticipated.

Background: The BLM is responsible for reimbursing other government entities when BLM seasonal employees are staying in quarters owned by these entities. To efficiently facilitate this process, procedures have been established with DOI Financial Payroll Processing.

Attachment 1 is the A2 Form (Request for Biweekly Quarters Deductions).

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with the BLM National Quarters Officer, BC-653; the Collections and Billings Branch, BC-621; and the Property Operations Branch, BC-653.

Contact: If you have any questions or concerns, please contact Bonnie Pomarico, BLM National Quarters Officer, BC-653, at (303) 236-9428; for further policy clarification, contact Jim Crews, BC-653, Property Operations Branch, at (303) 236-4676.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment
1 – A2 Form (1 p)

Distribution
ST-150, BLM Library
BC-620, Tammy Coble
BC-621, Joanna Ahearn
BC-653, Bonnie Pomarico